

Form for Vendor Submission of Questions ATTACHMENT 10

Q #	Questions	RFP Reference (Document & Page-Section-Item)	Answers
1	Is the Court open to scheduling reoccurring site visits on a certain day of the month if the volume is there to support it?	Page 3, section 2.2.1	Yes, the Court is open to scheduling reoccurring site visits on a set day each month if there is volume to support.
2	Are all assessments to be conducted onsite or some virtually for WFH employees?	Page 3, section 2.1	Per section 2.6 of RFP, all assessments will be conducted on-site for all nine court locations.
3	Would you accept a vendor's standard report offering or does the Court require something customized?	Page 4, section 2.3	Yes, the Court will accept a vendor's standard report offering so long as the requirements listed in section 2.3.3 are fulfilled.
4	What is 'monthly service fee' and 'materials at discount rate' in reference to?	Attachment 11	<p>The "Monthly Service Fee" is a base monthly rate that the vendor may charge to provide Ergonomic Assessment Services.</p> <p>"Materials at Discount Rate" is the percentage discount rate at which the vendor is able to procure goods compared to the standard market rate.</p>

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5	Can you provide employee headcount for each of these locations?	Page 6, section 2.6	<u>Employee Headcount per Location</u> Wiley W. Manuel Courthouse: 69 Rene C. Davidson Courthouse: 187 Juvenile Justice Center: 24 Hayward Hall of Justice: 153 George E. McDonald Hall of Justice: 9 Fremont Hall of Justice: 28 East County Hall of Justice: 91 County Administration Building: 31 Berkeley Courthouse: 26
6	If Contractor does not sell certain ergonomic goods, is the expectation for them to work with a third-party vendor to procure recommended items?	Page 5, section 2.5	Yes, at the Court's discretion a third-party vendor may be used to procure recommended items.
7	Is the court interested in information and pricing on a cloud-based self-assessment tool as well?	General	Yes, per section 7.2.11 the Technical Proposal should include sample materials of online and printed resources developed by the vendor for the purpose of conducting self-assessments and establishing preventative ergonomic safety measures in the workplace.

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8	How many employees were assessed in 2019, 2020, and 2021 per location?	General	<p><u>Employees Assessed per Location – 2019</u> County Administration Building: 5 East County Hall of Justice: 7 Fremont Hall of Justice: 8 Hayward Hall of Justice: 23 Juvenile Justice Center: 2 Rene C. Davidson Courthouse: 26 Wiley W. Manuel Courthouse: 22</p> <p><u>Employees Assessed per Location – 2020</u> Berkeley Courthouse: 1 County Administration Building: 1 East County Hall of Justice: 2 Fremont Hall of Justice: 2 Hayward Hall of Justice: 6 Rene C. Davidson Courthouse: 16 Wiley W. Manuel Courthouse: 8</p> <p><u>Employees Assessed per Location – 2021</u> Berkeley Courthouse: 4 County Administration Building: 3 East County Hall of Justice: 8 Fremont Hall of Justice: 1 George E. McDonald Hall of Justice: 1 Hayward Hall of Justice: 8 Juvenile Justice Center: 2 Rene C. Davidson Courthouse: 11 Wiley W. Manuel Courthouse: 10</p>
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9	Is there an existing recommended product list for assessment recommendation or does the Court need assistance in developing one?	Page 4, section 2.3	The Court has a list of 3 standard ergonomic Steelcase chairs, and will need assistance in developing a product list.
10	Can you describe what other services you are interested in besides ergonomic assessments?	General	This solicitation is exclusively for Ergonomic Assessment and Consultation Services.
11	How many ergonomic assessment requests do you anticipate in a given month?	General	The number of evaluation requests received per month in 2021 ranges between 2 to 7 requests. In 2020, the Court received 12 requests in January and 1 to 4 requests each month after until December 2020. In 2019, the Court received an average of 7-10 requests per month.
12	Are you interested in virtual assessments or self-help software solutions?	General	Per section 2.6 of the RFP, all assessments will be conducted on-site for all nine court locations. Per section 7.2.11 the Technical Proposal should include sample materials of online and printed resources developed by the vendor for the purpose of conducting self-assessments and establishing preventative ergonomic safety measures in the workplace.